

Instructions for Using Hearing Information Sheet

- ❖ The Hearing Information Sheet now consists of 3 parts:
 - Hearing Information Sheet (Main)
 - This is similar to the Hearing Information Sheet used in the past.
 - Individual Project Breakdown
 - Complete one for every building included in the project. If multiple activities will occur at the same building (ie. remodeling and addition) complete one for every activity
 - School District Building Analysis
 - Complete one for every building included in the project.
- ❖ All three pieces of the Hearing Information Sheet are now Microsoft Word Forms.
 - Only certain parts of the document can be changed. The areas that can be changed are shown with grey boxes.
 - Many of the calculations are performed automatically. This ensures that all the calculations are performed the same way.
 - Save the document like any other Word document.
- ❖ Pressing Tab after entering data will take you to the next field (a field is a box where you enter data) automatically. Generally this will be to the right then down.
- ❖ Press Shift + Tab to go back a field.
- ❖ If the grey boxes have the word "FORMTEXT" in them, then
 1. Close the document, leaving Microsoft Word open.
 2. Choose Options from the Tools menu.
 3. Choose the View Tab on the Options Screen
 4. Make sure Field Codes is unchecked (in Word 2000, Field Codes is in the upper right corner.)
 5. Reopen the document.
- ❖ Please submit 10 copies of the hearing information sheet and a disk with the hearing information sheet files to the Administrative Officer.